

28 NOV 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : 1967 Christmas Program

1. This memorandum submits recommendations for your approval; such recommendations are contained in paragraph 4.
2. With Christmas 1967 fast approaching, it is time to plan for the Agency's observance this year. Our official Christmas program in 1966 included:
  - a. Modest decorations for each installation in the Metropolitan Area;
  - b. Religious services;
  - c. Two concerts in the Auditorium and one day of carolling in Headquarters Building presented by the Agency Chorale; and
  - d. Permission for individual offices to decorate and hold parties within the framework of Agency policies governing employee activities.
3. In planning for this year's Christmas observance, it is suggested that the program be patterned after the 1966 program with the exception of the concerts and carolling due to the temporary disbandment of the Agency Chorale.
4. It is recommended that:
  - a. The Agency's official decoration for the 1967 season be limited to modest decorations in each installation in the Metropolitan Area, with the tree in Headquarters Building being located in the main entrance foyer;
  - b. Agency sponsored religious services be held in the Auditorium; and
  - c. Individual offices be permitted to plan their own decorations, parties, etc., within the restrictions of applicable regulations and policies.

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Att  
Proposed Headquarters Bulletin

Acting Director of Personnel

The recommendations contained in paragraph 4 are approved:

30 Nov. 67

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### CHRISTMAS ACTIVITIES - 1967

1. Again this year, the Agency is sponsoring appropriate religious services in keeping with the spirit of the Christmas season. These services will be held in the Auditorium at Headquarters Building as follows:

Wednesday, 20 December 1967

**11:00 A. M. Protestant Services**

Conducted by The Reverend John Graham, Pastor  
of the Lewinsville Presbyterian Church, McLean

**12:30 P. M. Catholic Mass**

Celebrated by The Reverend Jules L. Claes, C. I. C. M.,  
of St. John's Catholic Church, McLean

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2. Official Christmas decorations for the 1967 season will be similar to those of last year with a large tree decorated by the Four Seasons Garden Club and located in the foyer of the main entrance. Individual offices may plan their own Christmas decorations and activities within the restrictions of applicable regulations and policies. Employees are reminded of safety measures prescribed in Chapter XVII of [REDACTED] for the use of decorative materials. For safety guidance regarding the use of electrical decorations, call Extension [REDACTED] or take the items to Room 1J-45. It is requested that only masking tape be used on doors and walls. Do not use cellophane tape, nails, staples, or other fastening devices. Note: please read directions on spray cans carefully as some brands permanently damage glass.

3. Agency cafeterias in Headquarters Building will be closed 23 - 25 December and 30 December - 1 January.

In addition, no evening meal will be served 26-29 December. (On those dates the cafeteria will close at 3:30 P. M.) Ames Bldg. cafeteria will be closed 25 December and 1 January only (otherwise no change from regular schedule).

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